



# **MINUTES**

## **Leesburg Executive Airport**

### **November 14, 2002**

#### **Discussion Notes:**

The November meeting of the Leesburg Executive Airport Commission was held in the terminal building of the Airport, 1001 Sycolin Road SE, Leesburg, Virginia.

**Commission Members Present:** Mr. Stephen Axemen, Chairman, Mr. Sidney Lissner, Vice-Chairman, Mr. Stanley Caulkins, Mr. Bill Whyte, Mr. Roy Steinfort, Mr. Robert Zoldos, Councilmember

**Commission Members Absent:** Mr. David Burton, Mr. Bob Jones

**Staff Present:** Mr. Douglas McNeeley, Airport Director, Mr. Terry Brant Sr. Airport Maintenance Technician, Ms. Jackie Seipel Airport Administrative Associate

#### **Call to Order**

Mr. Stephen Axemen called the meeting to order at 7:30 p.m.

#### **Approval of Minutes**

Motion to approve October 23, 2002 minutes as amended was made by Mr. Stanley Caulkins. Motion was seconded by Mr. Bill Whyte. All were in favor, motion carried. Motion to approve Oct 10, 2002 minutes was made by Mr. Stanley Caulkins. Motion was seconded by Mr. Steve Axemen. All were in favor, motion carried.

#### **Chairman's Opening Remarks**

The Chairman reminded all that are present that the deadline for lease comments is November 20<sup>th</sup>.

**Petitioners:**

- Mr. Ed Levine, Sterling, Virginia, requested that the Director, Chairman or Councilmatic Representative ask Mr. Noe, Town Manager to attend a future meeting to discuss the role of the Airport Commission and Town staff in operating the airport.
- Mr. Mel Price, Sterling, Virginia, asked to whom he should direct maintenance request. The Director responded that staff would greatly appreciate request in writing and that a form has been created for that purpose. The form is available at all times in a special holder on the door to the airport administrative offices.
- Mr. John Attenbury, Great Falls, Virginia, informed the new Commissioners of the microburst storm that hit the airport three years ago. Damage was done to his hangar and while he acknowledge that repair work had been done to the hangar buildings in general, in his opinion repairs were never satisfactorily completed to his hangar. As a result, he does not feel any further rent increases are justified. He is also critical of the response of airport staff to repair requests, and he believes that staff exhibits a slavish adherence to bureaucratic procedure.
- Mr. Maurice Dunnigen, Sterling, Virginia, stated on occasion tenants have made repairs to their individual hangars.
- Mr. Roger Barnett, Sterling, Virginia, stated his disappointment with the procedures necessary to be placed on the waiting lists for space at the airport. He did not understand why the airport staff requires requests to be made in writing.
- Mr. Sam Legard, Leesburg, Virginia, suggested freezing rent increases on the South hangars until additional maintenance work is completed.
- Mr. Ken Barbar, Annandale, Virginia, gave his account of an arrest made at the airport in August 2002. Mr. Barbar believes information about this incident should have been more widely disseminated to airport tenants..
- Mr. Terry Brant, Town of Leesburg employee, stated that after the wind storm discussed by Mr. Attenbury, approximately \$20,000 worth of repairs were made to the South hangars.

**Committee Reports:****Economic Development/ Mr. Stanley Caulkins**

- Mr. Caulkins thanked the town staff for their hard work on all the Capital Improvements currently underway at the airport. And also recognized the efforts of Councilman Bob Zoldos during the TOL annexation process. Mr. Caulkins

stated that he will continue to work on economic development at Leesburg Airport. He has contacted many people that have aircraft at Leesburg and are interested in economic development in and around Leesburg Airport.

**Operations/Roy Steinfort**

- Mr. Steinfort asked the Director about the status of work on the Airport Layout Plan. The Director said he would look into it.

**Financial/ Sidney Lissner,. David Burton, Robert Jones**

- Mr. Lissner requested the Commission direct the staff to provide a monthly financial report to the Commission. He provided written guidance for preparation of the report.

**Rules, Regulations and Minimum Standards/ Bill Whyte/ None**

**Councilmatic/ Robert Zoldos**

- Mr. Zoldos stated the Town Manager has investigated the question of which employees should be allowed to utilize a Town vehicle to travel between work and home. It was the Town Manager's conclusion that a number of employees should be so authorized, including the Senior Airport Maintenance Technician.

**Directors Report:**

West Side Safety Area – Still pending punchlist items.

North Apron – Ramp has been sealed. Paint stripes and fence pending.

North Hangar Project – One electrical punch list item has been completed, other remain.

Terminal Building Parking Lot – Progress remains slow due to weather delays. Phase Two is scheduled for paving as soon as proper soil compaction can be achieved.

Corporate Hangar RFP – This matter is still under review.

Space Rental Status – There are currently two grass tiedowns available. There are 71 people on the tiedown waiting list and 110 on the hangar waiting list.

Proposed Lease Comments – Nine lease comments have been received to date in this office.

## **Old Business**

### **Painting of South Hangars**

- Mr. Steinfort would like to see additional resources dedicated to improving the South T-hangars.
- The Director stated a number of bids for painting had been received as requested at a previous Commission meeting by Mr. Steinfort. The bids ranged from \$36,750 to \$48,500
- Mr. Zoldos stated that if any significant funding is dedicated to the South hangars he would prefer that it be spent for maintenance and repair work instead of painting.
- Mr. Roy Steinfort made a motion for staff to survey tenants in the South hangars to determine any outstanding maintenance items. Mr. Steve Axeman seconded the motion. All were in favor, motion carried.
- The Director will provide the south hangar tenants with a letter asking for a list of needed repairs.

## **New Business**

### **Business Plan**

- The Chairman stated he would like to update the existing business plan (five year plan) and have it posted on the Town website.
- Mr. Zoldos asked the Chairman for volunteers from the Commission to help in the preparation of the Business Plan. None volunteered.
- Motion was made by Mr. Roy Steinfort to have the Director start on a new business plan. Mr. Sidney Lissner seconded the motion. Motion carried.
- The Director stated that a draft of the business plan would not be available until at least January, 2003.
- A motion to require staff to prepare a monthly financial report for the Commission was made by Mr. Lissner. Motion to approve was made by Mr. Steinfort. Mr. Caulkins and Mr. Zoldos asked that the motion be tabled until staff has a chance to discuss this matter with the Finance Director. The motion was tabled.

- Mr. Lissner asked that the maintenance request form be posted on the Town website.

**Public Comment:**

- Mr. John Varouse, Haymarket, Virginia stated that in his opinion airport financial information should be posted on the web.
- Mr. Tom Toth, Leesburg, Virginia requested the Chairman give his vision for development of the airport. Mr. Toth stated there appears to be an adversarial relationship between certain members of the Commission and airport staff, and that he believes too many demands are being made of staff.
- Mr. Dan Moats, Leesburg, Virginia stated that the minutes of past Commission meetings never reflected that Mr. Caulkins was against self-service fuel at the airport. Mr. Moats stated that as a former member of the Airport Commission he helped draft the current business plan, and he will be glad to assist the Director in upgrading the plan.
- Mr. Jim Odenwalt, Leesburg, Virginia, Mr. Oldenwalt, stated he has been working at Leesburg Airport for the last 13 years. In his opinion, much progress has been made in that time, and he believes airport staff and the Commission should remain focused on substantive issues.
- Mr. Brett Bibb, Hamilton Virginia, asked about resolution of the incident discussed earlier in the meeting by Mr. Barbar. He also inquired about status of a perimeter fence at the airport to provide greater security.
- The Chairman stated that concerns about the condition of hangars should be heard. The financial status of the airport is an important issue. And, it may be determined that more airport staff is required to meet tenant needs and carry out the airport business plan.
- Mr. Levine asked about the location of the tank to dispose of waste oil. Mr. Terry Brant, Senior Airport Maintenance Technician, responded the tank was located within the fenced area for the fuel farm. He stated that airport staff will be happy to unlock the gate during business hours Monday through Friday, and that line service employees of Piedmont Hawthorne are available to open the gate at other times.
- Motion to adjourn was made at 9:20 p.m. by Mr. Sidney Lissner. Motion was seconded by Mr. Steven Axemen. All were in favor and motion carried.

